

**CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
707 N. ARMSTRONG PL, BOISE  
APRIL 20, 2007**

**BOARD MEMBERS:**

Steven F. Scanlin, JD, Chair (Absent)  
Mary Egusquiza, Vice Chair  
Comm. Frank Eld

Dr. Jane Young, DNP  
Betty Ann Nettleton, Trustee

Comm. Fred Lawson  
Dr. Ted Epperly, MD

**STAFF:**

Russell A. Duke, Director/Board Secretary  
Angela Spain

Cindy Trail  
Rob Howarth

Meghan Muguira  
Donna Mahan

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**CALL BOARD MEETING TO ORDER** – Mary Egusquiza

Mary Egusquiza, Vice-Chair, called the Board of Health meeting to order at 12:49 p.m. She welcomed Valley County Commissioner Frank Eld to the Board of Health and congratulated Dr. Jane Young for her reappointment to serve a third full term on the Board.

**ACTION ON MINUTES ON MARCH 16, 2007** – Mary Egusquiza

Vice-Chair Mary Egusquiza asked for a motion to approve the March 16, 2007, Board of Health minutes as presented.

**Motion:** Dr. Ted Epperly moved to approve the March 16, 2007, Board of Health minutes as presented; Dr. Jane Young seconded; no further discussion; all in favor; motion carried.

**FINANCIAL REPORT** – Meghan Muguira

July through March Budget to Actual

The "Budget to Actual" report for July through March was reviewed. For Revenue, fees are currently at 76% (\$1,826,548) with contracts currently at 69% collected. Other revenues are on track.

For Expenditures, personnel costs are at 71% with a 1.8% salary savings (\$137,600). In operating costs, our current operating costs are 65% spent. Central Kitchen, HRSA funding, and building projects are expected to be spent during the remaining three months. Overall, we are doing very well and in good standing.

**FY 2008 BUDGET** – Russell Duke

Before presenting the FY 2008 budget, Russell Duke reminded everyone that our budget hearing will be held at our Elmore County office on May 11, 2007, prior to our regular Board of Health meeting. This year the budget hearing will be chaired by Elmore County. Mr. Duke presented the proposed FY 2008 budget of \$11,413,200, which is a 6% increase over the FY 2007 approved budget.

### Agency Total

We are increasing the fte's by 2%. Under Expenditures, personnel costs are up 6%. The operating costs are up 4%. Overall expenditures will increase by 6%. Under Revenue, the budget reflects a 3% increase (\$53,366) from the counties. State General Fund increased by 5%. Contracts are up 1%; fees are up by 12%; and other revenues (i.e. Senior Nutrition program) are up by 8%. In order to correct the interest revenue that was not adjusted in the original FY 2007 budget, we are showing a 267% increase of the FY 2008 budget. Revenue is budgeted to increase overall by 6%.

### County Funding Calculations and Data

The distribution formula for each county is defined in Idaho Code. Mr. Duke stated that the formula is based 70% on population and 30% on market value. To increase 3% overall, the percentage change varies by county.

The change in contribution by each county is as follows:

Ada	\$ 40,247	2.6%	Boise	\$ 817	2.3%
Elmore	\$ ( 3,884)	-3.5%	Valley	\$ 16,186	21.2%

### Support for Expenditures and Revenue

Under Expenditures, our personnel costs are up due to the following key items: this year department staff will receive an average 3.5% merit increase in their pay rates; an additional 2.5% pay rate increase for high turnover positions will be provided; health insurance cost will increase by \$545 per person; and as a part of our strategic vision, we will be adding one fte for Substance Abuse and Mental Health Program. One key note under operating costs is that due to medical inflation and new vaccines, operating costs in the clinical programs (Reproductive Health and Immunizations) are expected to increase by \$52,300 in FY 2008. Our Facility Based Programs in Environmental Health will see an increase in operation primarily due to the increase in training costs, fuel costs, and additional website development costs. Under capital outlay, we will continue replacing older vehicles with more fuel efficient and environmentally friendly hybrids.

Under Revenue, the change in food fee process accounts for 5.3% of the fee revenue increase. With increased volume and new vaccines that we provide, Immunizations fee revenue will increase. Land/sewage programs and Medicaid revenue in Senior Nutrition will bring in additional revenue dollars.

Other Revenue, the budget for Senior Nutrition donations has been increased by \$36,300 from the original FY 2007 projection. Our Meals On Wheels program is well supported by the community, and our goal this year is to increase fundraising dollars and to decrease funding from district dollars. Mr. Duke asked for the Board's support for the FY 2008 budget.

Vice Chair Mary Egusquiza asked for a motion to approve the proposed FY 2008 budget as presented by Russell Duke.

**Motion:** Dr. Ted Epperly moved to approve the proposed FY 2008 budget as presented; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

### **ADVERTISING** – Angela Spain

Angela Spain, program manager for Senior Nutrition, presented the idea of advertising by providing space on their Meals On Wheels delivery truck, which travels 300 miles a day, five days a week.

The Board agrees this is a great opportunity to sell advertisement to business entities that are in alignment with our mission. The potential is great even for us to promote our own agenda on other district vehicles. The following list is things to consider when advertising:

1. We may want to receive full payment upfront for advertisement (if painting logo directly on vehicle);
2. We may consider other alternatives to directly painting on the vehicle (i.e. magnetic signs);
3. We may consider additional time frames for advertising (less than 10 years).

**Motion:** Dr. Jane Young made a motion that we support Central District Health Department's effort to sell advertising space on district vehicles as long as the mission of the business entity utilizing the space is not counter to public health's mission; Commissioner Frank Eld seconded; no further discussion; all in favor; motion carried.

#### **WEST NILE MEDIA – Russell Duke**

We are in the process of developing a media campaign for our district for this coming West Nile virus season. Our first plan is advertising the Fight the Bite campaign on our Meals On Wheels vehicles from May through August. Our PIO, Dave Fotsch has taken the lead in developing TV and radio spots. Mr. Fotsch is working with Peppershock Media Production in filming the testimonials of a diverse group of people who have been affected by the West Nile virus. Lance Corpus, our graphic artist, is working on a new design and layout of our printed materials. Funding for this project is coming from Homeland Security through a grant to our agency. All media materials will be used throughout the state, and the radio message will be in Spanish also.

#### **DIRECTOR'S REPORT – Russell Duke**

##### Senate Bill 1157

As it stands, Senate Bill 1157 will eliminate family planning services to anyone who is in the United States illegally and is 18 years of age or older. Dick Schultz and Jane Smith have communicated with the legislature and the governor's office of the potential implication for the family planning program if they passed this bill. The districts have requested an interpretation of the new state law that will go into effect on July 1 from the Division of Health and their Deputy Attorney General. The Division of Health will receive legal counsel from the Deputy Attorney General regarding the intent of the law and will inform the public health districts.

##### Policies

The Department's new Employee Immunizations and Other Department Services and the Drug-Free Workplace policies were presented to the Board to gain a sense of the their view on these policies.

**Employee Immunizations and Other Department Services Policy:** The overall consensus of the Board is that we should continue to provide an opt out option for mandatory vaccines (i.e. Hepatitis B) and not mandate flu vaccination. However, they would like to see 90% of Central District Health Department's staff receive the flu vaccine in the coming flu season. The staff will be given a survey to see why they do or don't get a flu shot. Based on this information, we will provide more education to our staff regarding the importance of receiving a flu shot. The Board would like monthly reports regarding the number of staff receiving flu vaccination.

**Drug-Free Workplace Policy:** The overall consensus of the Board is that this is a well written policy. The Board agrees with adding the pre-employment drug and alcohol screening along with post accident testing. Commissioner Eld concurred with Russ that public employees cannot received random drug testing.

## IAB

**Prices on different venues for 2008:** After reviewing the cost from proposals received from both Valley County and Ada County venues, the Board has decided to host the 2008 IAB Conference in Boise.

**Resolutions:** The Board reviewed five resolutions for IAB in May with two resolutions coming out of our health department:

1. **Licensure of Childcare Programs (from CDHD):** After an extensive discussion, the Board was willing to support..."that the Idaho Association of District Boards of Health supports the extension of basic day care licensing requirements to establishments that provide care for 5 or more children unrelated to the caregiver."
2. **Reduction of Trans Fatty Acids Consumption (from CDHD):** After a lengthy discussion, the majority of the Board agreed with..."that the Idaho Association of District Boards of Health supports modification of the Idaho Food Code or implementation of local ordinances to require licensed food establishments to designate on their menus individual menu options prepared without the use of artificial trans fat."
3. **A Tobacco Tax Increase in the State of Idaho:** It was stated that in order to encompass smokeless tobacco, please change the reference to "smoking" to the phrase "tobacco use" under the **"THEREFORE, BE IT RSESOVLED"** statement. Otherwise, they Board supports this resolution.
4. **HPV Vaccine for Inclusion As a Universal Vaccine in Idaho:** The Board agreed with the resolution as written.
5. **Food Establishment License Fee:** The Board agreed with the resolution as written.

At our May meeting, Mr. Duke will have proxy forms available for Board members to fill out and sign.

## **BOARD ELECTIONS IN MAY** - Russell Duke

Mr. Duke reminded Board members that next month we will be holding our Board elections. Russ asked the Board to begin thinking about who they would like to have serve as chair, vice-chair, and/or trustee for FY 2008.

**ADJOURN** – Vice Chair Mary Egusquiza requested a motion to adjourn the meeting.

**Motion:** Mary Egusquiza moved to adjourn the meeting; Commissioner Fred Lawson seconded; no further discussion; all in favor; motion carried.

Meeting adjourned at 3:42 p.m.

Respectfully submitted:

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Date

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Steve Scanlin, Chair or  
Mary Egusquiza, Vice-Chair

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Russell A. Duke, Secretary